

DESKTOP PUBLISHING

A student who has completed Job Corps' Desktop Publishing program is trained and ready to work in this field. To complete a trade, the student must learn the academic and vocational skills required for graduation. Job Corps students also learn good work and personal habits, preparing them for life after Job Corps. To complete the Desktop Publishing program, a student must master skills in the following categories:

EDP CONCEPT

Set up and operate EDP equipment; catalog EDP supplies; create a job order; demonstrate the time frame necessary for job completion; understand that an operational request must be accepted; complete EDP student request; develop EDP display; write EDP resume; develop portfolio.

COMPUTER COMPONENTS

Identify and explain technology and terminology; describe safety hazards; demonstrate computer maintenance and care; demonstrate keyboard operations/functions; perform cold/warm boot; create letterhead, a single-page flier and a single-page newsletter with masthead and multiple columns; scan, save and retouch a photograph; scan and save a line drawing; program image setter.

INTRODUCTION TO WORD PERFECT 7.0

Create, edit and format a document; select text font; edit using cut, copy and paste; create a memo; demonstrate use of macro; edit with tab and indent; design an example of a memo-letter form; use speller and thesaurus; use find and replace; develop headers and footers; design tables; review styles; demonstrate commands in operations systems.

FOUR-COLOR SEPARATIONS

Modify a color set; understand the issue and cell; set up a Spectra Star color printer; print four-color separations and a full-color example; develop cell for process; demonstrate example for portfolio; discuss RGB vs. CMYK; explain PMS builds; demonstrate color gamuts.

CREATE A PRESENTATION

Choose a look and page layout; create title, bulleted, build and table pages with text and graphics; create an organizational chart; add a page; select software; describe intent expected from slide show; complete operational requests for PowerPoint, Freelance Graphics, Corel Draw, Word Perfect 7.0, MS-Word and Ami-Pro; complete final project.

MICROSOFT EXCEL

Create a simple spreadsheet; create formulas and functions; copy by using drag, drop, copy and paste; move data by using cut and paste; format a worksheet; create and modify graphs; add data using the data menu; organize data by using the subtotal command; create and use Pivot table reports; apply database commands in Excel; link Excel to Access, Word and PowerPoint; increase Excel functionality by turning on Add-ins; create scenarios; protect data; create hyperlinks, templates and HTML files; describe and use a workbook; use 3-D reference; create placeholders in data entry columns; resize columns.

